

TENNESSEE ATTORNEY GENERAL SYSTEMS ADMINISTRATOR

Job Summary:

The Systems Administrator will plan, design, develop, and launch efficient information systems and operations systems in support of core organizational functions. This individual will apply proven communication, analytical and problem-solving skills to help identify, communicate and resolve systems issues in order to maximize the benefit of IT systems investments.

The duties and responsibilities of the System Analyst include the following:

- Assists in the supported of server hardware, software and operating systems to include configuration and connectivity
- Investigate and analyze information to draw conclusions.
- Assist in developing systems solutions for operational problems.
- Will plan, implement, test, and troubleshoot network system hardware and software.
- Applies independent judgment, discretion and analytical skills in coordinating, developing and designing, computerized network information systems solutions to meet expanding or changing business requirements.
- Participate in data migrations and conversions consistent with known and future network expansion and migration projects.
- Implements upgrades and updates to all applications and software.
- Communicate technical guidance and instruction to users on the use of applications and systems.
- Work with the other IS Staff to communicate and write technical instructions on the use of applications and network systems modifications.
- Participate in the development of documentation for new and existing programs.
- Makes recommendations for software and hardware purchases.
- Assists in determining the nature of computer hardware and systems software problems
- Communicates and coordinates regularly with appropriate users to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Perform other duties as assigned

Qualifications:

- Comprehensive understanding of Windows server and desktop Operating Systems.
- Strong familiarity with Microsoft Active Directory, Enterprise, and Group Policies.
- A strong working knowledge of SCCM and SCOM
- Familiarity with networking and telecommunications technologies including the OSI model and it's relation to a production network.
- Familiarity with disaster recovery issues from tape backup to fail-over and replication.
- Experience with Microsoft SharePoint and a current MCSE certification is a plus.
- Experience with SAN/NAS technologies is a plus.
- At least 3-5 years experience working in a Microsoft OS environment.

Application Procedures: Send a resume, cover letter, at least three references and salary history to Personnel Officer, Attention: Systems Analyst, PO Box 20207, Nashville, TN 37202. Or submit by email to agresume@state.tn.us in Word or WordPerfect format and put "Systems Analyst Position" in the subject line.

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